

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY TOWN CLERK**

Jurisdictional Class: **Competitive**

Date Adopted: **06/14/01**

Date Revised:

Jurisdictions: **Towns**

Pay Grade: **varies with jurisdiction**

DISTINGUISHING FEATURES OF THE CLASS: This position assists the Town Clerk in performing a variety of clerical tasks. This is routine clerical work involving responsibility for performing a variety of tasks in connection with the proceedings of the Town Board and the operation of town government. Work is performed under the general direction of the Town Clerk with some leeway allowed for independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assumes the duties of the Town Clerk during his/her absence;

Prepares material for meetings of the Town Board, may attend meetings, record proceedings and/or maintain records;

Indexes and files deeds, contracts, insurance policies and other legal instruments;

Issues state and town licenses and permits such as hunting and fishing, marriage, dog licenses, etc.;

Answers questions for the public concerning procedures of the Town Clerk's office and provides information about ordinances adopted by the Town Board;

Checks vouchers and invoices for accuracy and completeness;

Keeps accounts and prepares reports pertaining to monies received;

Prepares agendas, minutes, and correspondence for the Planning and Zoning Boards and attends these board meetings;

Assists in clerical duties for the Assessors;

Prepares tax bills for mailing to proper authority;

Collects tax payments, post to account and prepares deposits;

Prepares certified copies of birth, death, and marriage records according to state regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of the organization and operation of town government; working knowledge of Business Arithmetic and English; ability to maintain records and prepare reports; ability to deal efficiently with the public; clerical aptitude; accuracy; dependability.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent and at least one (1) year of satisfactory clerical experience.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.